



# The Library of Virginia

## **Information Packages**

### **Payment is required with request. Completed Cover Sheet must be included.**

Payment can be made with a credit card (mail or fax) or by enclosing a check (mailed ) with printed form.

*It is not recommended that Credit Card Information be faxed without calling first.*

**Call: (804) 692 - 3777    Fax: (804) 692-3556**

<b>NEWSPAPER OBITUARY</b>  One name per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Name of deceased: _____  Exact Date of death: _____ Date of Obituary: _____  Title of Newspaper: _____  Location of residence and/or death: _____
<b>NEWSPAPER MARRIAGE NOTICE</b>  One event per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Name(s): _____  Exact Date of marriage: _____  Title of Newspaper: _____  Location of marriage: _____
<b>NEWSPAPER ARTICLE</b>  One event per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Subject of article: _____  Exact Date: _____  Title of Newspaper: _____  Section and page (if known): _____
<b>NEWSPAPER FRONT PAGE</b>  One per request  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Title of Newspaper: _____  Location: _____  Date: _____
<b>STOCK QUOTATION</b>  One per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Name of Company: _____  Exact Date Needed: _____

<b>MAGAZINE/ JOURNAL ARTICLE</b>  One per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Name of Magazine: _____  Title/ subject of article: _____  Date of article: _____ Pages (if known): _____
<b>VIRGINIA HISTORICAL INDEX (SWEM)</b> <i>Pages from Index</i>  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	One Surname (with alternate spellings) <b>OR</b> One Topic:  _____  <i>For <a href="#"><u>Virginia Historical Inventory</u></a> requests see: <a href="#"><u>Special Collections</u></a></i>
<b>ITEMS LISTED IN THE VIRGINIA HISTORICAL INDEX (SWEM)</b>  Up to 5 citations per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Index heading(s): _____  Volume/title code/page(s) <i>Example: 12W(1)15-17</i>  1. _____ 4. _____ 2. _____ 5. _____ 3. _____  <i>For <a href="#"><u>Virginia Historical Inventory</u></a> requests see: <a href="#"><u>Special Collections</u></a></i>
<b>VIRGINIA CONFEDERATE SOLDIER:</b> <i>PAGES FROM PUBLISHED ROSTER AND/OR REGIMENTAL HISTORY</i>  One name per request	\$10.00 each	Complete name: _____  Regiment (if known): _____  Place of residence (if known): _____  <i>This request does <b>Not Include</b> the Compiled Service Record. See: <a href="#"><u>The National Archives</u></a></i>
<b>BOOK PAGES</b> 1 - 10 Pages  Pages known, <i>in one book</i> , per request.  <a href="#"><u>INFORMATION</u></a>	\$10.00 each	Title of Book: _____  Author of Book: _____  Call Number: _____  Page numbers: _____ (total up to 10 pages)
<b>BOOK PAGES</b> (indexed books only) <b>1 – 25 Pages</b>  One name or topic, <i>in one book</i> , per request.  <a href="#"><u>INFORMATION</u></a>	\$20.00 each  <i>Library will not copy an entire work.</i>	Title of Book: _____  Author of Book: _____  Call Number: _____  Name/ topic in index: _____  Section Heading (if known): _____ (Limit 25 pages)

Number of requests: \_\_\_\_\_ X \$10.00 = \_\_\_\_\_ &/or \_\_\_\_\_ X \$20.00 = \_\_\_\_\_

Total Number of Requests: \_\_\_\_\_ Total Amount submitted: \_\_\_\_\_



## Reference Services

# Research Request Form

Please limit requests to one per form.  
Multiple forms may be submitted together under one cover, with one payment.

**Include one cover sheet with each complete order.**

**\$25.00 Payment required with request. Service fee is non-refundable.**  
**Includes research service as well as 20 copies - which may include up to 3 scans or 3 photoprints.**

Staff will search the library catalogs for appropriate materials; use online and print indexes and provide citations; check multiple sources, provide information on relevant resources outside the agency and suggest interpretations or conclusions of collated materials.

Reference Staff do not have the expertise to offer legal advice or interpret legal or medical matters. Please state your information request, including any pertinent dates, names and resources checked.

[illegible]

For more information:

Call Library Reference (804) 692-3777.

Please be advised that the fee is not returned if no results are found.  
Staff will provide a list of materials searched.



# The Library of Virginia

## Reference Services Information Request Cover Sheet

**Please fill out the form below and submit with all reference information requests.  
One cover sheet can accompany multiple requests.**

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please call Reference (804) 692-3777 for more information.

Mail to: The Library of Virginia  
Reference Services  
800 East Broad Street  
Richmond, VA 23219-8000

Or FAX: (804) 692-3556

**Include one cover sheet with all Reference Service requests.**

\_\_\_\_\_

DATE: \_\_\_\_\_

Total Number of Requests: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Make Checks Payable to: **The Library of Virginia**

CREDIT CARD: VISA MASTERCARD

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NUMBER: \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_